

Washington State Department of Personnel  
**Supplier Diversity Plan**  
Updated July 1, 2009

**Statement of Commitment**

The Department of Personnel (DOP) is committed to promoting the principles of competitive and fair access to all contracting and procurement opportunities, and to increasing contracting and procurement with minority and women owned businesses through outreach and inclusion.

**Supplier Diversity Mission Statement**

DOP is dedicated to achieving greater minority/women business enterprises (M/WBE) participation through its commitment to accountability. DOP will continue to use existing laws and regulations to increase access to, and contracts with, firms certified by the Office of Minority and Women's Business Enterprises (OMWBE).

**Goals of This Plan**

The goal of this plan is to identify realistic procurement opportunities for M/WBE to increase participation through outreach in the bidding process, awarding of contracts and other opportunities.

**Roles and Responsibilities**

The following have the delegated authority and the responsibility to implement and monitor success of this plan:

**Senior Management**

Director and Deputy Director Duties and Obligations:

- Ensure DOP's ongoing commitment to promoting the principles of competitive and fair access.
- Ensure increased procurement and contracting opportunities with minority and women owned businesses through the elements of this plan.

ASD Assistant Director Duties and Obligations:

- Ensure that policies, procedures, and training are in place in support of this plan.
- Work with the Senior Management Team to identify appropriate staff for training.

ISD Assistant Director and OEDS Assistant Director Duties and Obligations:

- Ensure that acquisitions conducted within their respective divisions are in compliance with agency policies and procedures in support of this plan.
- Ensure program managers follow such policies and procedures.
- Ensure that appropriate staff attends training, and have the resources to implement the policies and procedures.

## **Contracts Office**

### **Contracts Administrator Duties and Obligations:**

- Ensure that policies, procedures, and training are in place in support of this plan.
- Develop and conduct training on the agency's responsibilities related to outreach and fair access. Ensure increased procurement and contracting opportunities.
- Ensure that acquisitions are in compliance with agency policies and procedures in support of this plan.
- Provide outreach and training to the vendor community on contract opportunities with DOP.

### **Divisional Contract Specialist Liaisons Duties and Obligations:**

- Ensure compliance with agency policies and procedure of this plan and consult with and support program managers in efforts to implement this plan and meet agency goals.

## **Procurement**

### **Support Services Manager Duties and Obligations:**

- Ensure that purchases conducted through this function are competed in a manner consistent with the goals of this plan.

## **Fiscal Technicians**

### **Accounts Payable Duties and Obligations:**

- Ensure all identified M/WBE purchases are entered into the accounting system(s) accurately.
- Work with the Contracts Office to collect and report data on payments to certified subcontractors; and request exemptions as appropriate.

## **Contract Management and Monitoring**

### **Divisional program managers (actual titles vary) Duties and Obligations:**

- Ensure that acquisitions conducted within their delegated authority are in compliance with agency policies and procedures in support of this plan.
- Consult with the Contracts Office for best practices.
- Attend training as appropriate in support of this plan.

## **Required Outreach for Contracting**

When not purchasing off the state's master and mandatory contracts, DOP shall use the following methods of outreach for procurements whenever possible. Exceptions to this requirement may only be granted by the DOP Contracts Administrator:

- All agency contract procurements will be posted on the Department of General Administration's (GA) Washington's Electronic Business Solutions (WEBS) application, in compliance with state procurement laws, rules and regulations.

- Whenever possible, advertise procurement opportunities in ethnic newspapers
- OMWBE will be invited to pre-proposal conferences for master and convenience contracts so they can perform outreach and explain the benefits of M/WBE certification
- Whenever possible, the agency will consider "unbundling" large contracts to eliminate capacity issues thereby making them more accessible to smaller firms

#### **Required Tracking of M/WBE Certified Subcontractors**

- All DOP contracts will include language that requires the contractor to submit affidavits of dollars spent with MWBE certified subcontractors
- Program managers are required to collect subcontractor information from contractors on certified M/WBE firms and the dollars spent with those firms and submit that information to the Contracts Office
- The Contracts Administrator and Financial Services will work with agency program managers to develop and implement procedures for capturing and reporting contract dollars spent with certified subcontractors

#### **Staff Training**

- OMWBE information will be included in the curriculum for both the mandatory contracts training, and the contracts management training given to appropriate agency staff

#### **Objectives for Achieving Increased Participation**

The following are additional objectives DOP will implement to achieve increased participation:

- OMWBE information will be added to DOP's Contracting web page
- The Contracts Office will create a contract close-out check list for program managers to use before final payment can be made. This would include collecting OMWBE subcontract payment information (see information about Affidavits above). This check list could be sent out with the 30-day expiration notice provided by Contracts Database
- DOP will work with OMWBE to identify other ways of increasing participation and to resolve any questions that may arise
- Actively petition OMWBE for contract exemptions where certified organizations are not an option, so that the base total from which the compliance percentages are calculated is accurate.
- Encourage firms that may meet the eligibility criteria to contact OMWBE for certification
- Include OMWBE pamphlet in DOP's new contractor information packets

- Look at items purchased through the Department of General Administration's *Smart Buy* program and identify several certified firms from which DOP can purchase the same products

#### **DOP Goals for Participation**

Class of Contract	MBE Goal	WBE Goal
Professional (Personal) Services	5%	4%
Purchased Goods	2%	2%
Purchased Services	2%	4%

Because of the uncertainty of how DOP's new processes for new Organizational Development (OD) master contracts will impact our participation numbers, DOP plans to reassess these goals in January 2010 after the new OD master contractor pool has been in place for six months.

#### **Records Maintenance**

DOP will maintain records of contract awards, purchase orders, and other expenditures in accordance with the state's records retention policies, procedures and schedules.

#### **Complaints and Disputes**

Disputes and complaints arising from procurements will be resolved through the complaint and protest procedures outlined in the procurement document. For procurements acquired through Field/Purchase Orders, DOP will develop policies and procedures to resolve such issues.

#### **Maintaining Documents and Policies**

DOP will work with OMWBE and the Attorney General's Office to review and revise agency contracting and procurement documents, policies, and practices that may hinder or create barriers to successful implementation of this plan.

#### **Monitoring of this Plan**

This plan will be reviewed and updated on a biennial basis, or as needed, to ensure compliance with laws and regulations. The review will also include adjustment to ensure the success of this plan.

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Eva Santos  
Director

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Date